

Position Statement Middle School Division Head

Cambridge, Massachusetts
Start Date: July 1, 2023



Shady Hill School

OVERVIEW

Shady Hill School is seeking a Middle School Division Head to join a talented leadership team in July 2023.

SHADY HILL SCHOOL

For over one hundred years, Shady Hill, a school of 521 students (PK-VIII) and 90 faculty, has been a leader in progressive elementary education. Grades B-II pursue a variety of Thematic Studies that reflect the Central Subject Methodology by integrating areas of learning, but in shorter, age-appropriate units. Grades 3-8 engage in Central Subject, an in-depth, integrated study of a particular time or people in history. The year-long Central Subject study, which emphasizes strong content, the use of primary sources, understanding of multiple perspectives, acquisition of essential skills, and self-discovery, forms the core of our curriculum. Central Subject faculty



are responsible for the skills and content in both social studies/ history and language arts and with the support of performing arts and visual arts faculty, the integration of these disciplines.

Shady Hill is a deeply mission-driven school. The school seeks to develop independent, joyful, and curious learners who respect their own accomplishments and those of

others. Shady Hill strives to be a community whose values are strong and which is unafraid to engage students in important questions. The school's program allows children to explore their worlds and test their powers. As a diverse school, Shady Hill believes that an inclusive community is an educational and moral imperative that empowers us all. Therefore, the school seeks to hire teachers who share this commitment and demonstrate the skills of culturally competent educators.

Shady Hill School is also a teacher training institution. Its long-standing Teacher Training Course, which brings as many as eighteen apprentice teachers to campus each year, prepares talented aspiring teachers for careers in education and allows each faculty member the opportunity to be a mentor and meaningful contributor to the teaching field. Because of the school's commitment to teacher training, the school often seeks teachers with certification.





SCHOOL MISSION

“Shady Hill School fosters joyful, active learning informed by multiple perspectives - empowering students to be intellectually adventurous and wholeheartedly just.”

Shady Hill School believes:

- Play and discovery are central to every child's growth and true exploration takes time.
- The purpose of knowledge is to create meaning, develop understanding, and inspire action.
- Growing up is a nuanced process and mistakes are catalysts for deeper learning and progress.
- A strong, interdependent community is the framework for academic confidence and social and emotional health.
- Practicing genuine kindness towards oneself and others helps build a compassionate world.
- We have a responsibility - as individuals and as a community - to honor differences, challenge prejudice, and strive for racial and social justice.

If this opportunity sparks your interest, please visit the Shady Hill website at www.shs.org to learn more about the school. There you will discover thorough and fascinating explanations of the school's programs, approach, curricula, and inclusion and multicultural practices.

MIDDLE SCHOOL DIVISION HEAD OPPORTUNITY

The Middle School Division Head is charged with oversight of the educational program for Grade V-VIII, a 250+ student division with 40 faculty. The Middle School Division Head serves on the senior administrative team called the Administrative Council and also works collaboratively with the academic administrators including Lower School Division Head, Assistant Head of School, Director of Equity, Director of Auxiliary Programs, and Director of Teacher Training Center, and Director of Equity. This Leadership Team with the Head of School ensures the smooth day-to-day operation of the school within and across divisions; supports the needs of faculty, students and parents; and, meets the guidelines and expectations set by the Board of Trustees.

The Middle School Division Head leads and works closely with the Middle School Support Team which includes the Director of Learning Resources, Middle School Counselor, Middle School Faculty Coach and the Director of Student Life (LS and MS).

Division Heads are responsible for: curriculum oversight; supervision; evaluation and professional development of faculty; personal and academic welfare of students, including the coordination of student programs and services, student evaluation and assessment, and scheduling; administration of school-wide policies; and management of parent relations. Division Heads work in concert with Grade Heads and Department faculty to meet needs in each area of responsibility listed below.

Division heads have a 12-month responsibility and report directly to the Head of School.





Primary Responsibilities:

- Cultivate a productive and collaborative division
- Oversee with Assistant Head of School all curriculum, curriculum development, and implementation of new academic programs in Middle School division within and across grades
- Plan and implement regular faculty meetings
- Oversee supervision, evaluation, and professional development of faculty
- Support new faculty in first two years; regular meetings, observations
- Coach, advise, and support faculty
- Oversee and edit Middle School reports
- Attend parent conferences on student progress (as needed)

- Meet and plan regularly with Middle School administrative team: Director of MS Learning Resources, MS Counselor, MS Faculty Coach, and Director of Student Life
- Manage hiring processes
- Coordinate faculty and grade-level schedules in conjunction with scheduling team
- Communicate weekly newsletter for faculty and staff

Students

- Monitor student learning and progress
- Coordinate resources and services to meet individual student needs
- Coordinate special programs, assemblies, and events

- Ensure the continuity of the curriculum (academic and affective) within and across grades

Parents

- Connect parents to the mission of the school
- Respond to questions and concerns about student learning and progress
- Manage communication about the Middle School program and student experience
- Educate parents on topics related to child development, academic and social/emotional learning (Curriculum Night, Let's Talk Lower School, What to Expect, etc.)

Other Duties:

- Participate in all-school administrative planning and events
- Assist Director of Admissions with all aspects of Middle School admissions
- Cultivate cohesion across divisions through collaboration with Lower School Division Head
- Interact with other departments including Advancement, Auxiliary, Business, Communications, and Facilities
- Interact with Board of Trustees as invited by Head of School

Specific Jobs To Be Done

- Attend to the pandemic effects including increased learning and social emotional needs of students
- Continue to support faculty and administration
- Work with the leadership team and faculty to address the priorities from the upcoming strategic plan
- Lead a review of grades, reports and assessments



APPLICATION

Candidates interested in applying to be the next Middle School Division Head may apply online at: <https://rg175.com/candidate/signup>

The application includes:

- Letter of Interest
- Resume
- Personal Statement/Education Philosophy
- List of Five References with contact information (References will not be contacted without prior notice)

This search will be moving quickly, and so, if interested, you should apply soon. Interviews will be conducted on a rolling basis with the goal of completing the search in March 2023.

If you have any questions about the search, please contact Adam Peichert of Resource Group 175 who is overseeing the search at: adam.peichert@rg175.com

Thank you for your interest in Shady Hill School. We look forward to hearing more about your interest in this rare opportunity for an outstanding educator.

Shady Hill School maintains a strict policy of nondiscrimination in regard to employment. All aspects of employment at Shady Hill are governed on the basis of competence, merit, and qualifications, and will not be influenced in any manner by race, color, religion, sex, age, national origin, ancestry, veteran's status, disability, or any other classes referred in applicable state and federal laws.